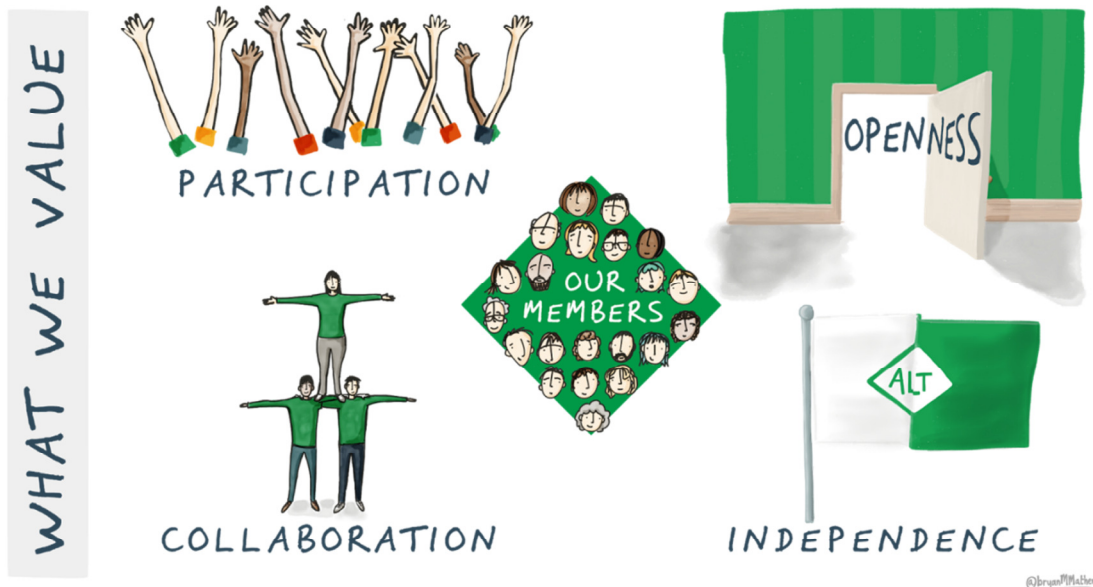


Annual Report

Financial Year 1 February 2016 to 31 January 2017

Charity Registration No. 1160039



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2017, for the approval of the ALT Annual General Meeting on 6 September 2017 at the University of Liverpool, Liverpool UK.

This Annual Report covers ALT's February 2016 to January 2017 financial year, but is presented for approval by members at ALT's AGM in September 2017, seven months into the subsequent financial year. Therefore we include some developments over the first the current financial year as well as the financial year to which the report's financial statements relate.

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Reference and administrative details

Registered charity name	Association for Learning Technology (ALT)
Charity registration number	1160039
Principal address	Gipsy Lane, Headington, Oxford, OX3 0BP, UK
Auditor	David Cadwallader & Co.
Banker	HSBC, 65 Cornmarket Street, Oxford OX1 3HY, UK

Public benefit and our aims & activities

Public benefit statement

The Association for Learning Technology (ALT) represents individual and organisational Members from all sectors and parts of the UK. Our Membership includes practitioners, researchers and policy makers with an interest in Learning Technology. Our community grows more diverse as Learning Technology has become recognised as a fundamental part of learning, teaching and assessment.

Our charitable objective is "to advance education through increasing, exploring and disseminating knowledge in the field of Learning Technology for the benefit of the general public". In setting our objectives and planning our activities ALT's Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education.

We have led professionalisation in Learning Technology since 1993.



The ALT 2017-2020 Strategy (<http://repository.alt.ac.uk/2370/>) translates our single charitable object into three strategic aims:

Aim 1: Increase the impact of Learning Technology for public benefit

For policy makers and the wider community in the UK and internationally

- Continue to publish Open Access research and practice;
- Advocate for open practice and policy;

- Enable Members to disseminate their collective expertise to policy makers;
- Host and disseminate Creative Commons licensed Learning Technology resources licensed for sharing and reuse;
- Support Special Interest Groups that are open to all;
- Organise free and open online events showcasing the expertise of our community;
- Liaise with networks and organisations with similar aims and values.

Aim 2: Provide stronger recognition of and representation for Learning Technology professionals on a national level

For organisations like universities, colleges, schools, industry, private training and apprenticeship providers from across sectors

- Enhance the recognition of CMALT through alignment with national frameworks;
- Representing and responding on behalf of the Membership in policy consultations, organising policy boards and supporting Member Groups focused on policy in England, Northern Ireland, Scotland and Wales;
- National recognition through the Learning Technologist of the Year Awards, established for over 10 years;
- Provide strategic information to Members through collaboration with partners in the UK and internationally;
- Build stronger links to Learning Technology teacher training, degree and research programmes;
- Continue to support and enhance our network to facilitate discussion and knowledge exchange.

Aim 3: Lead the professionalisation of research and practice in Learning Technology

For professionals whose work entails Learning Technology in leadership, management, research, academic, technical or support roles

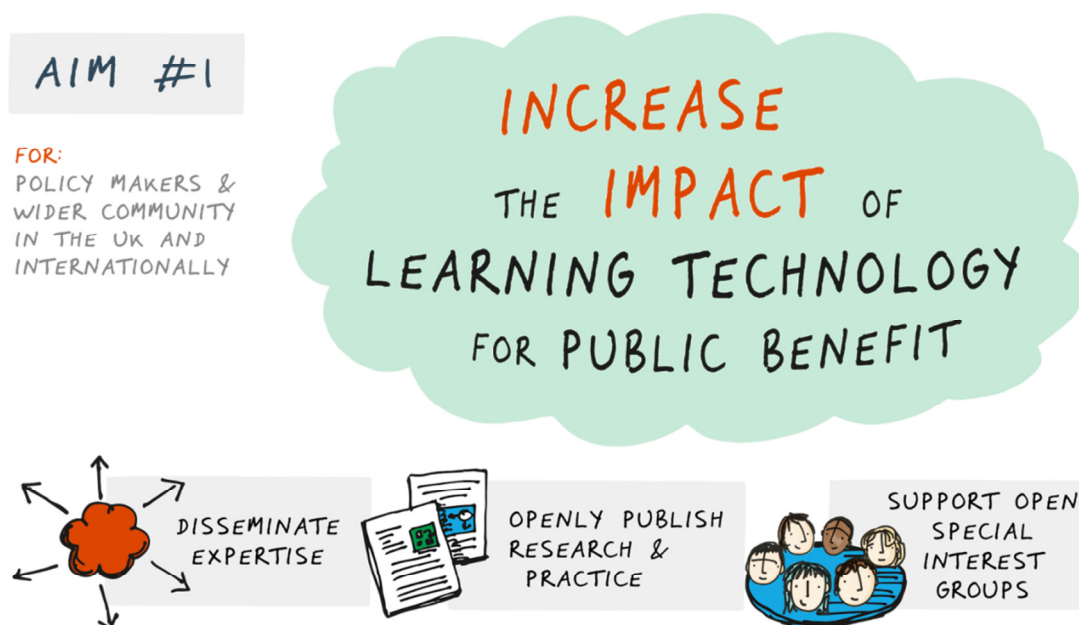
- Develop accreditation through the CMALT framework for senior as well as early career professionals;
- Support local Members Groups and mentoring schemes;
- Dissemination through national conferences with publication routes to Research in Learning Technology;
- Provide CPD activities including publications and research leading to Open Badges;
- Produce, share and remix openly licensed resources for learning, teaching and assessment using the ALT Open Access Repository;
- Provide regular news including job & events listings;
- Showcase practice & research at online events and webinars.

In consultation with our Members we have also produced responses to various policy developments, including:

- [ALT response](#) to Higher Education Funding Council for England Consultation on the second Research Excellence Framework, 17 March 2017;
- ALT Symposium: Learning Technology in Further and Higher Education hosted by the Department for Business, Innovation and Skills, 16 May 2016. [Proceedings](#) and [Executive Summary](#).

Future plans: building on our achievements

For our future plans, we build on our achievements to put our values and strategic aims into action. Below are examples of new developments together with input from Trustees sharing their perspectives on progress made:



Aim 1: Increase the impact of Learning Technology for Public Benefit

Increasing the impact of Learning Technology for public benefit is at the heart of what we do. Building on the thriving community of Special Interest Groups we support, we organise free and open online events showcasing the expertise of our community on topics such as Open Education and Learning Spaces.

Fiona Harvey, President of ALT, said, “Over the next few years, ALT will become an even more invaluable and important voice for the sectors it represents as we head into the changing landscapes of Brexit and the TEF. Through our communities and working within these partnerships allows our members to influence, shape and share expertise.”

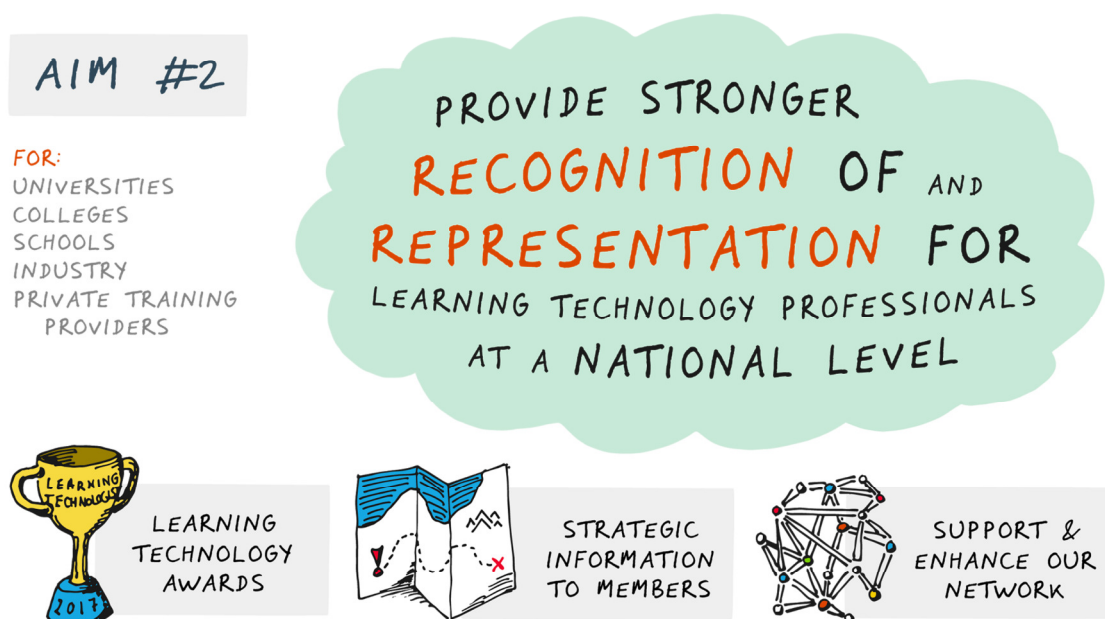
One way in which Special Interest Groups are active is shaping events such as the annual OER Conferences. OER17 - The Politics of Open this year attracted nearly 200 participants disseminating open education practice from across the globe and critically examining the state of openness.

Publishing Learning Technology research and practice and promoting Open Access is a way for our Members to increase the reach of their work in the UK and beyond.

Research in Learning Technology, our peer-reviewed journal, has increased its readership significantly each year since 2012 as institutions and policy makers seek new insights and evidence of how to use technology for learning, teaching and assessment. Although currently in transition between publishers, we anticipate the journal continuing to develop next year.

Professor Neil Morris, Chair of the RLT Editorial Board, said, “the Journal is going from strength to strength with an impressive global readership and high quality articles. It is a go-to place for learning technology research and practice updates.”

Disseminating the expertise of our growing community is often achieved in partnership with other organisations in the UK such as the Learning and Work Institute and also internationally, with organisations like the Irish Learning Technology Association. As part of our future plans we are also establishing working relationships with industry such as the Mozilla Foundation and edtech start-up groups.



Aim 2: Provide stronger recognition of and representation for Learning Technology Professionals at a national level.

As the leading professional body for Learning Technology we aim to provide stronger recognition of and representation for professionals at a national level.

Alongside the established Learning Technologist of the Year Awards we will thus establish a new research focused award, launching in 2017/18, which will celebrate outstanding research achievement and in particular early career researchers.

Sheila MacNeill, Vice Chair and 2013 Learning Technologist of the Year, said: “it is very exciting to see the launch of this new award which builds on the continued success of the Learning Technologist of the Year award. This new award provides an opportunity for ALT to recognise the growing body of world class research undertaken by our members and in the wider learning technology community.”

Professional practice in Learning Technology across sectors requires constant training and development. Included in our strategy is enhancing recognition of CMALT, our peer-based

accreditation scheme, through alignment with other national frameworks.

This work has already begun by mapping CMALT to the Jisc Digital Capabilities framework. Bella Abrams, Trustee and Vice-Chair of the Committee for Further Education and Cross-Sector engagement, said: “CMALT continues to go from strength to strength as it evolves to best allow our community of practitioners to meet the ever changing needs of our field”.

Working to expand our network and in partnership with other membership bodies, such as ASCILITE in Australia and ILTA in Ireland, we participate in benchmarking exercises and knowledge exchange which helps us provide strategic information to our Members and enables us to represent Members more effectively in policy consultations.



Aim 3: Lead the professionalisation of research and practice in Learning Technology.

As this report shows, individual Membership has increased steadily over the past few years. More professionals with Learning Technology roles are now engaged in the work we do than ever before. The diversity and experience of our community is at the heart of what we do and enables us to lead professionalisation of research and practice in Learning Technology.

A central part of our plans aimed at individual professionals is focused on development of the CMALT accreditation framework. We are working to enhance the support as well as developing the framework itself to meet the requirements of early career and senior professionals alike.

Shirley Evans, Trustee and Honorary Secretary, said, “I am very fortunate to have been involved with the CMALT framework over a number of years and to see it evolve. I assess and support candidates with a wide range of portfolios and gain valuable insight into the different roles, expertise and skills within our diverse community.

I would encourage others to get involved too. Also, it is an honour to be involved with the Doug Gowan memorial fund for learning and skills CPD in Learning Technology.

Doug was President of ALT and passed away in February 2016. He believed in and represented the values of ALT and was a wonderful colleague and friend. He would be pleased with this scheme and the standard of applications already received which supports individuals from the learning and skills sector to achieve CMALT accreditation.”

Alongside the accreditation, Special Interest and local Member Groups have been established all across the UK in the past few years. These groups enable Members to network, collaborate and build communities to help us better represent the voice of our Members from across sectors. A growing network also requires support, so our future plans include developing how we provide and empower groups to operate according to their local or subject-specific needs.

Sarah Sherman, Trustee and Chair of the Membership Development Committee, says: “new local Member Groups are springing up every year, with 2016-17 being no exception. These groups, which benefit the whole community, would not happen without the commitment, enthusiasm and drive of our members, who establish and manage them.”

Alastair Clark says “ As a Trustee of ALT I am delighted that we are able to launch a strategy for our work which is clear and focussed. Technology is value-neutral and it is indeed a key role for us to ensure that it is used in education and training in positive and empowering ways. Our challenge to promote professionalism extends well beyond the large institutions and ALT is uniquely placed to facilitate dialogue between sectors of education.”

Report from the Chair of ALT

This has been a busy and productive year for ALT. The new Strategy was developed through a highly consultative and open process. The result is one that we feel gives the Association clear direction, and accurately reflects the membership. It was rewarding to see how enthusiastically the members and Trustees engaged in the development of the strategy, and the process as well as the document represents a model for other associations to follow.

In an uncertain and often difficult climate in education, it is particularly satisfying to see that the membership of ALT continues to grow. This is a credit to the value the members see in the work the ALT team and community undertake. The enthusiasm and commitment of members who take an active part is what makes ALT such a vibrant, supportive community. This is seen through membership groups, which continue to grow across the UK. It is also particularly evident in the three conferences that are part of ALT's remit. The annual conference continues to be the main learning technology conference in the UK. The OER conference was a great success in London this year, and has gained a considerable international reputation. The Winter Online conference has now firmly established itself in the calendar. Innovative in terms of technology and format, it provides an excellent opportunity to showcase a wide range of work from members.

As set out at the start of this Annual Report, we continue to work hard to achieve the aims set out in our strategy. The findings of the Annual Survey (https://www.alt.ac.uk/news/all_news/findings-2016-alt-annual-survey) indicate that the members of ALT continue to value the direction and support of the Association highly. This is reflected in the growing number of CMALT accreditation applications and the increasing reputation of this professional recognition.

This year also saw the first since the transition to CIO status which has been supported by the appointment of new auditors. This, combined with a diversification of funding, means that ALT's position is more robust and secure.

Trustees work closely with ALT's staff team, Maren, Jane, Martin, Jane, Kristina and Tom, who support all aspects of ALT's activities. We are proud of the dedication and enthusiasm the team shows and the way in which they support member volunteers.

ALT is one of the few associations with an independent voice in the sector. This allows us to engage critically and to offer impartial advice. We believe in empowering our members in their use of Learning Technology, and ensuring their work and role is reflected in policy and strategy consultations across the UK. We also champion values of openness and collaboration. It has been a great privilege to serve as Chair of ALT and I look forward to being part of ALT's future.

Martin Weller
Chair

Financial review and Honorary Treasurer's report

This has been an exciting year for ALT, with the launch of our new strategy, our first year as a Charitable Incorporated Organisation (CIO) and developments in our core activities. That strategy, as set out in this document, demonstrates our three key aims and supporting objectives. Achieving these requires financial stability, and the execution of our financial strategy. That financial strategy is simple – the core activities of ALT need to be funded by its recurring sources of income which are membership fees, CMALT certification fees and income from conferences. Additional projects are financed by specific funding relating to those projects.

This strategy has been achieved during the current year, with income increasing by just under 5% and expenditure being kept closely controlled, resulting in a balanced outturn, represented by a small deficit of £4,018. In the context of ALT's overall finances, and reserves held, this deficit does not cause any concern to the Trustees. We will be able to use this financial stability, and our CIO status, to organise ourselves in an appropriate way to achieve our strategy.

It is worth reiterating that ALT is a small organization with a modest budget. It is enabled to have a very large impact in the field of educational technology by the significant time and energy contributed by its members, operational committees and Trustees, all supported by the hard work of the staff team.

My thanks to them and in particular Maren and Jane, whose highly organized approach to the finances of ALT make my role a very straightforward one.

Daniel Clark
Honorary Treasurer

The Trustees

The Trustees who served the charity during this financial year were as follows:

1. Alastair Clark (from September 2011)
2. Daniel Clark (Honorary Treasurer from September 2015)
3. James Clay (Chair of the Committee for Further Education and Cross-sector Engagement) from September 2012)
4. Shirley Evans (Honorary Secretary from September 2014)
5. Fiona Harvey (Vice-Chair until September 2015, Chair from September 2015, President from September 2016)
6. Matt Lingard (Chair of the Communications and Publications Committee until September 2015)
7. Sheila MacNeill (from September 2014, Vice-Chair from September 2016)
8. Neil Morris (Chair of the Communications and Publications Committee from September 2015)
9. Malcolm Ryan (from September 2014)
10. Sarah Sherman (Chair of the Committee for Membership Development from September 2014)
11. Martin Weller (Vice-Chair from September 2015, Chair from September 2016)
12. Lorna Campbell (from September 2016)
13. Bella Abrams (from February 2016)

Responsibilities of the Trustees

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

A resolution to re-appoint David Cadwallader & Co as auditor for the ensuing year was proposed and agreed at the Annual General Meeting in 2016.

Approved by and signed on behalf of the Trustees:

Daniel Clark (Honorary Treasurer)

Date:

Independent Auditor's Report to the Trustees of the Association for Learning Technology

For the year ended 31 January 2017

We have audited the accounts of Association for Learning Technology for the year ended 31 January 2017 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of accounts which give a true and fair view. We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland).

Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charity's affairs as at 31 January 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts;

or

- sufficient accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

David Cadwallader & Co Limited
Chartered Certified Accountants
Statutory Auditor
Suite 3 Bignell Park Barns
Chesterton
Bicester
Oxfordshire
OX26 1TD

Dated:

Statement of financial activities including income and expenditure account

For the year ended 31 January 2017

	Notes	Unrestricted Funds	Restricted Funds	Total 2017	Total Unrestricted 2016
		£	£	£	£
Income from					
Donations	2	134,974	-	134,974	135,955
Investments	3	494	-	494	567
Charitable activities	4	<u>327,188</u>	<u>-</u>	<u>327,188</u>	<u>305,405</u>
Total income		<u>462,656</u>	<u>-</u>	<u>462,656</u>	<u>441,927</u>
 Expenditure on					
Raising Funds	5	1,055	-	1,055	380
Charitable activities	6-8	<u>465,619</u>	<u>-</u>	<u>465,619</u>	<u>432,418</u>
Total expenditure		<u>466,674</u>	<u>-</u>	<u>466,674</u>	<u>432,798</u>
 Net income/(expenditure)	9	(4,018)	-	(4,018)	9,129
 Fund balances at 1 February 2016		<u>198,506</u>	<u>-</u>	<u>198,506</u>	<u>189,377</u>
 Fund balances at 31 January 2017		<u>194,488</u>	<u>-</u>	<u>194,488</u>	<u>198,506</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

Balance Sheet

For the year ended 31 January 2017

	Notes	£	2017 £	£	2016 £
Fixed Assets					
Tangible Assets	12		6,845		9,670
Current Assets					
Debtors	13	128,743		74,046	
Cash at bank and in hand		<u>192,397</u>		<u>140,995</u>	
		<u>321,140</u>		<u>215,041</u>	
Creditors: amounts falling due within one year	14	<u>(133,497)</u>		<u>(26,205)</u>	
Net current assets			<u>187,643</u>		<u>188,836</u>
Total assets less current liabilities			<u>194,488</u>		<u>198,506</u>
Funds					
Restricted Funds	16		-		-
Unrestricted Funds			<u>194,488</u>		<u>198,506</u>
			<u>194,488</u>		<u>198,506</u>

The accounts were approved by the members of the committee on
and are signed on their behalf by:

.....
Martin Weller
Chair

Statement of Cash Flows

For the year ended 31 January 2017

	Notes	2017 £	2016 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	20	<u>52,719</u>	<u>(21,439)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		494	567
Proceeds from the sale of property, plant and equipment		-	-
Purchase of property, plant and equipment		(1,811)	(2,317)
Proceeds from sale of investments		-	-
Purchase of investments		<u>-</u>	<u>-</u>
Net cash provided by/(used in) investing activities		<u>(1,317)</u>	<u>(1,750)</u>
Net cash provided by/(used in) financing activities		<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		51,402	(23,189)
Cash and cash equivalents at the beginning of the reporting period		140,995	164,184
Change in cash and cash equivalents due to exchange rate movements		<u>-</u>	<u>-</u>
Cash and cash equivalents at the end of the reporting period	21	<u>192,397</u>	<u>140,995</u>

Notes to the accounts

For the year ended 31 January 2017

1 Accounting policies

Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)) and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Association for Learning Technology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The accounts have been prepared on a going concern basis.

Key sources of estimation uncertainty

The most significant areas of adjustments and key assumptions that affect items in the accounts relate to income recognition.

Income

All income is included on the Statement of Financial Activities when the charity has entitlement to the funds, any performance attached to the item of income has been met, it is probable that the income will be received and the amount can be measured reliably

Income, excluding membership fees, is recognised on receipt and as a restricted fund should the donor require such income to be used for a specified purpose. Membership fees are recognised from the date of invoicing unless otherwise specified.

Investment Income

Investment income is recognised in the period in which the charity is entitled to receive such income.

Expenditure

Expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered.

Continued

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	33 1/3% straight line
Office Equipment	33 1/3% straight line
Software	33 1/3% straight line

Pensions

The pension costs charged in the financial statements represent the contributions payable by the charity during the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation or constructive obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments

The Charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Continued

2 Income from Donations

	Unrestricted Funds	Total 2017	Total (Unrestricted) 2016
	£	£	£
Membership fees	114,862	114,862	117,477
CMALT certification fees	<u>20,112</u>	<u>20,112</u>	<u>18,478</u>
	<u>134,974</u>	<u>134,974</u>	<u>135,955</u>

3 Investment Income

	Unrestricted Funds	2017	2016
		£	(unrestricted) £
Interest receivable	<u>494</u>	<u>494</u>	<u>567</u>

4 Income from charitable activities

	Unrestricted Funds	Restricted Funds	Total 2017	Total (Unrestricted) 2016
	£	£	£	£
Annual Conference	252,316	-	252,316	238,886
Sponsorship	25	-	25	-
Events, except Annual Conference	-	-	-	-
Projects	74,847	-	74,847	66,145
Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>374</u>
	<u>327,188</u>	<u>-</u>	<u>327,188</u>	<u>305,405</u>

Continued

5 Expenditure on raising funds

	Unrestricted Funds	Total 2017	Total (unrestricted) 2016
	£	£	£
CMALT - membership services	<u>1,055</u>	<u>1,055</u>	<u>380</u>

6 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total 2017	Total (Unrestricted) 2016
	£	£	£	£
Membership	92,511		92,511	94,223
CMALT	23,199		23,199	24,644
Annual Conference and events	213,959	-	213,959	210,390
Operations	50,550	-	50,550	53,701
Projects	74,028	-	74,028	42,305
Governance	<u>11,372</u>	<u>-</u>	<u>11,372</u>	<u>7,155</u>
	<u>465,619</u>	<u>-</u>	<u>465,619</u>	<u>432,418</u>

7 Expenditure on Charitable Activities by Activity Type

	Direct costs	Allocated Support costs	Total	Total (Unrestricted)
	2017	2017	2017	2016
	£	£	£	£
Membership	22,915	69,596	92,511	94,223
CMALT	-	23,199	23,199	24,644
Annual Conference and events	120,853	93,106	213,959	210,390
Operations	-	50,550	50,550	53,701
Projects	74,028	-	74,028	42,305
Governance	<u>-</u>	<u>11,372</u>	<u>11,372</u>	<u>7,155</u>
	<u>217,796</u>	<u>247,823</u>	<u>465,619</u>	<u>432,418</u>

8 Analysis of support and Governance Costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the key charitable activities undertaken (see note 7) in the year based on time spent. Refer to the table below for the analysis of support and governance costs. All costs are unrestricted.

	Governance costs	Support costs	Total (unrestricted)	Total (unrestricted)
	2017	2017	2017	2016
		£	£	£
Salaries and wages	-	147,345	147,345	160,633
Employer's NI	-	12,240	12,240	10,964
Staff pension contributions	-	22,569	22,569	25,156
Rent	-	12,323	12,323	12,170
Professional and consultancy fees	-	8,413	8,413	5,848
Travelling and subsistence	3,232	7,123	10,355	9,572
Printing, stationary and advertising	-	1,901	1,901	1,322
Insurance	-	2,014	2,014	(14)
Subscriptions	-	-	-	1,707
Web, database and computer support	-	6,216	6,216	6,282
Bank and credit card charges	-	4,985	4,985	3,367
Depreciation	-	4,636	4,636	4,587
Bad debts written off	-	-	-	(23)
Miscellaneous expenses	-	220	220	1,989
Accommodation, hospitality, venue hire	-	2,765	2,765	3,454
Election expenditure	900	-	900	-
Phones and audio-conferencing	-	2,568	2,568	2,453
Advertising	-	-	-	24
Audit and Accountancy	7,240	-	7,240	7,750
Equipment Hire and purchase	-	1,133	1,133	1,100
	<u>11,372</u>	<u>236,451</u>	<u>247,823</u>	<u>258,341</u>

9 Net income/(expenditure) for the Year

This is stated after charging:

	2017	2016
	£	£
	25,867	25,156
Staff pension contributions	4,636	4,587
Depreciation	6,240	<u>5,750</u>
Auditors' remuneration		

10 Employees

The employees costs represent salaries paid by Oxford Brookes and recharged to the Association.

Number of Employees

The average monthly number of employees during the year was:

	2017	2016
	Number	Number
Number of Administrative Staff	2	4
Number of Management Staff	4	<u>2</u>
	6	<u>6</u>

Employment costs

	2017	2016
	£	£
Wages and salaries	168,894	160,633
Social security costs	13,883	10,964
Other pension costs	25,687	<u>25,156</u>
	208,464	<u>196,753</u>

No employee received a pro-rata remuneration of more than £60,000 during the year (2016 - Nil).

11 Trustees

No trustee received any remuneration in the year (2016: £Nil).

Expenses totalling £4,629 were paid to 13 Trustees in the year (2016: £3,428 paid to 12 Trustees)

Continued

12 Tangible Fixed Assets

	Software	Computer equipment	Office equipment	Total
	£	£	£	£
Cost				
At 1 February 2016	600	56,151	5,491	62,242
Additions	-	1,811	-	1,811
Disposals	-	-	-	-
As at 31 January 2017	<u>600</u>	<u>57,962</u>	<u>5,491</u>	<u>64,053</u>
Depreciation				
At 1 February 2016	383	48,653	3,536	52,572
Charge for the year	200	3,416	1,020	4,636
On Disposals	-	-	-	-
As at 31 January 2017	<u>583</u>	<u>52,069</u>	<u>4,556</u>	<u>57,208</u>
Net book value				
As at 31 January 2017	<u>17</u>	<u>5,893</u>	<u>935</u>	<u>6,845</u>
As at 31 January 2016	<u>217</u>	<u>7,498</u>	<u>1,955</u>	<u>9,670</u>

13 Debtors	2017	2016
	£	£
Trade Debtors	24,481	25,256
Other Debtors	47,867	47,539
Prepayments and Accrued Income	<u>56,395</u>	<u>1,251</u>
	<u>128,743</u>	<u>74,046</u>

Included in other debtors is a bond of £47,867 (2016: £47,539) held by the Oxford Brooks University in accordance with the terms of the lease agreement.

14 Creditors: amounts falling due within one year	2017	2016
	£	£
Trade creditors	72,361	13,481
Accruals and deferred income	61,136	11,694
Other Creditors	<u>-</u>	<u>1,030</u>
	<u>133,497</u>	<u>26,205</u>

Continued

15 Pensions

The pension cost of £25,867 (2016: £25,156) represents contributions payable by Oxford Brookes University to the Local Government Pension Scheme and recharged to the Association. Contributions totalling £Nil (2016: £Nil) were payable to the fund at 31 January 2017. Although the scheme is a defined benefit scheme the Charity has no legal or constructive obligations to pay further contributions or to make direct benefit payments to employees if the fund does not hold sufficient assets.

16 Fund Transfers

£NIL (2016: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

17 Unrestricted Funds

	Movement in Funds			Balance at 31 January 2017 £
	Combined Balance at 1 February 2016 £	Incoming Resources £	Outgoing Resources £	
General Funds	<u>198,506</u>	<u>462,656</u>	<u>(466,674)</u>	<u>194,488</u>

Unspent unrestricted funds include £7,444 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group (2016: £11,220). Also included is the remaining balance of £22,500 of the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee (2016: £22,500).

During the year the charity funded £3,776 spent on OER conference funded places (2016:£1,780).

During the year the charity funded £1,050 for CMALT Membership funded from the Doug Gowan Memorial Fund (2016:£Nil).

Continued

18 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 January 2017 are represented by:			
Tangible Fixed Assets	6,845	-	6,845
Current Assets	321,140	-	321,140
Creditors: Amounts falling due within one year	<u>(133,497)</u>	<u>-</u>	<u>(133,497)</u>
	<u>194,488</u>	<u>-</u>	<u>194,488</u>

19 Related Party Transactions

There have been no transactions with related parties during the period that require disclosure.

20 Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities

	2017 £	2016 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(4,018)	9,129
Adjustments for:		
Depreciation charges	4,636	4,587
Dividends, interest and rents from investments	(494)	(567)
Interest Paid	-	-
(Increase)/decrease in debtors	(54,697)	(9,108)
Increase/(decrease) in creditors	<u>107,292</u>	<u>(25,480)</u>
	<u>52,719</u>	<u>(21,439)</u>

21 Analysis of cash and cash equivalents

	2017 £	2016 £
Cash in Hand	<u>192,397</u>	<u>140,995</u>

Management information

The following pages do not form part of the statutory statements which are the subject of the independent auditors' report.

Detailed statements of financial activities

For the year ended 31 January 2017

	Total 2017 £	Total 2016 £
Income		
Income from donations		
Membership fees	114,862	117,477
CMALT certification fees	20,112	18,478
Donations	-	-
	134,974	135,955
Investment income		
Interest receivable	494	567
Income from charitable activities		
Annual Conference	252,316	238,886
Sponsorship	25	-
Events, except Annual Conference	-	-
Projects	74,847	66,145
Grants	-	374
	327,188	305,405
Total income	462,656	441,927

Continued

	Total 2017 £	Total 2016 £
Expenditure on:		
Raising funds		
CMALT - membership services	<u>1,055</u>	<u>380</u>
 Charitable activities- Direct Costs		
Salaries and wages	21,549	-
Employer's NI	1,643	
Staff pension contributions	3,298	
Project expenditure	47,538	42,304
Accommodation & venue hire	105,854	95,931
Presenters & programme costs	-	-
Material	-	-
Printing, postage & telephone	1,955	3,826
Equipment hire & exhibition set up cost	-	-
Bank charge	-	-
Insurance	901	-
IT, website & database cost	1,410	636
Legal & professional	-	-
Advertising, design & art work	2,229	2,138
Travelling & subsistence	5,419	4,061
Miscellaneous expenses	<u>26,000</u>	<u>25,181</u>
	<u>217,796</u>	<u>174,077</u>

Continued

	Total 2017 £	Total 2016 £
Support costs		
Salaries and wages	147,345	160,633
Employer's NI	12,240	10,964
Staff pension contributions	22,569	25,156
Rent	12,323	12,170
Professional and consultancy fees	8,413	5,848
Travelling and subsistence	10,355	9,572
Printing, stationary and advertising	1,901	1,322
Insurance	2,014	(14)
Subscriptions	-	1,707
Web, database and computer support	6,216	6,282
Bank and credit card charges	4,985	3,367
Depreciation	4,636	4,587
Bad debts written off	-	(23)
Miscellaneous expenses	220	1,989
Accommodation, hospitality and venue hire	2,765	3,454
Elections expenditure	900	-
Phones and audio conferencing	2,568	2,453
Advertising	-	24
Audit and accountancy	7,240	7,750
Equipment hire and purchase	1,133	1,100
	<u>247,823</u>	<u>258,341</u>
 Total expenditure	 <u>466,674</u>	 <u>432,798</u>
 Net (expenditure)/income	 <u>(4,018)</u>	 <u>9,129</u>

Appendix

Structure, governance and management

Constitution

Until 8 September 2015 ALT operated an unincorporated membership charity, registered number 1063519, governed by its constitution adopted 26 June 1997, subsequently amended 11 September 2000, 9 September 2002, 7 September 2005, and 5 September 2007.

Since that date ALT has operated as a Charitable Incorporated Organisation (CIO), registered charity number 1160039, governed by its constitution adopted 2 September 2014.

Organisation

Two Trustees are elected annually to serve for three years. The Vice-Chair (who is also a Trustee) is elected annually, and serves a three year term, becoming Chair of ALT the second year and President in the third. Up to four Trustees may be co-opted to fill any remaining roles on the committee. The maximum number of Trustees to serve at any one time is thirteen.

Newly appointed or elected Trustees are provided with an induction document; and individuals standing for election are required to confirm that they have read an outline of the Trustee's role prior to standing.

The Trustees oversee three operational committees in the following areas: Further Education and cross-sector engagement, communication and publications and membership development. Each committee is chaired by a Trustee. Members of the sub-committees are recruited through open invitations to express an interest, and all sub-committee members are required to be individual members of the Charity. Each sub-committee is supported by one or more members of the staff. The Association's Journal, *Research in Learning Technology*, is published in partnership with Co-Action Publishing until January 2017. The Editors of the journal are appointed by the Trustees, and the journal is overseen by the Research in Learning Technology Editorial Board, which is chaired by the Chair of the Committee for Communication and Publications.

The Trustees form ALT's Central Executive Committee, which meets four times per year, with relevant staff in attendance. Between meetings, Trustees exercise control over ALT through a General Purposes Committee made up of the President, Chair, Vice-Chair, Honorary Treasurer, and the Chairs of the operational committees. The General Purposes Committee meets monthly. The minutes of each operational committee are reviewed regularly by the Central Executive Committee.

Delegation of day-to-day management

Management of the Charity is delegated via the Chief Executive to the staff team, with all established staff, including the Chief Executive, employed by Oxford Brookes University.

The functions of the staff team include:

- supporting the work of ALT's committees;
- managing the finances and the operations of the Association;
- managing membership recruitment and renewals;
- running ALT meetings and events, including the Association's annual international academic conference for learning technologists;
- promoting and representing the Association;
- producing ALT publications;
- managing ALT's Certified Membership Scheme.

For human resources and University-related purposes only, the Chief Executive reports to Oxford Brookes University's Pro Vice-Chancellor for Student Experience. On all other matters, the Chief Executive reports to the Chair of the ALT Central Executive Committee.

The relationship between ALT and the University is governed by a licence to occupy, and is overseen by the University's Pro Vice-Chancellor for Student Experience, ALT's Chief Executive, and the Chair and Vice-Chair of ALT.

Risk management

The Trustees have examined the major strategic and operational risks, which the charity is exposed to and confirm that systems have been established to enable regular reports to be produced in order that the necessary steps can be taken to mitigate such risks.

Operational Committee Membership for the financial year 2016/17

Committee for Further Education and cross-sector engagement

Chair: James Clay - Project Manager, Jisc

Vice Chair: Bella Abrams - Director of IT, Sheffield College Group

Members:

Rachel Challen - Head of the Learning, Teaching and Support Unit, Nottingham Trent University

Gillian Dyer - Further Education Reputation Strategy Group Co-ordinator;

Jonathan Eaton - Research and Engagement Manager at Newcastle College;

Adam Elce - Information Advisor, North Nottinghamshire College of Further Education

Paul Hollins - Professor at the University of Bolton and Partner at Cetis;
for Educational Cybernetics at the University of Bolton;

Nick Jeans - Senior Consultant in Learning Technology, Sero Consulting Ltd;

Sean McCready - Director of e-Learning, Newcastle College Group;

Liam Sammon - Commercial Director, JTL

Joan Walker - Advisor: Learning & Teaching and Depute Manager for the Scottish JISC
Regional Support Centre;

Sarah Williams - ILT Development Manager at Yale College.

Committee for Membership Development

Chair: Ms Sarah Sherman - BLE Service Manager

Vice Chair: Ms Julie Voce - Head of Educational Technology, City, University of London;

Members:

Mrs Victoria Baxter - FE Tutor and Learning Technologist, City of Oxford College
Mrs Jane Britton, Principal Teaching Fellow and Programme Director (Project Management),
School of Management, University College London;
Mr Alastair Clark - Director, Stirring Learning Ltd;
Dr John Couperthwaite - Solution Engineer, EMEA, Echo360
Mrs Lynne Downey - Head of Online Learning (Pedagogy), University College of Estate
Management
Mr Kerr Gardiner - Online and Digital Learning Consultant, KerrGardiner Consulting
Mr Simon Kear - Head of Technology Enhanced Learning, Tavistock and Portman NHS
Foundation Trust;
Dr James McDowell - Director of Teaching and Learning, University of Huddersfield;
Mr Matthew Newcombe - Head of e-Learning, University of Exeter;
Mr Daniel Scott - E-Learning Developer, 5M Publishing;
Prof John Traxler - Professor of Mobile Learning at the University of Wolverhampton.

Committee for Communication and Publications

Chair: Prof. Neil Morris - Director of Digital Learning, University of Leeds.

Vice Chair: Sandra Huskinson - Freelance Consultant Specialising in Educational
Multimedia;

Members:

Lesley Diack - School of Pharmacy and Life Sciences at Robert Gordon University;
Anne Hole - Learning Technologist at the University of Sussex, (#altc Blog Editor in Chief);
Amanda Jefferies - School of Computer Science, University of Hertfordshire (co-opted from
Editorial Board)
Katharine Jewitt - Digital Learning Fellow at Prospects College of Advanced Technology;
James Little - Pedagogical & Technology Thinker and Implementer at Evolve Online and
Learning Technologist at the University of Sheffield;
Colin Loughlin - Learning Technologist at the University of Surrey;
Santanu Vasant - Educational Technologist in the Learning Enhancement and Development
(LEaD) Centre at City University;
Ros Walker - Learning Technologist at the University of Sheffield;

Overview of membership for financial year 2016/17

	2016/17	2015/16	2014/15	2013/14
Individuals	2298	1808	1264	1256
Organisations	171	153	160	202
Total	2469	1961	1424	1458